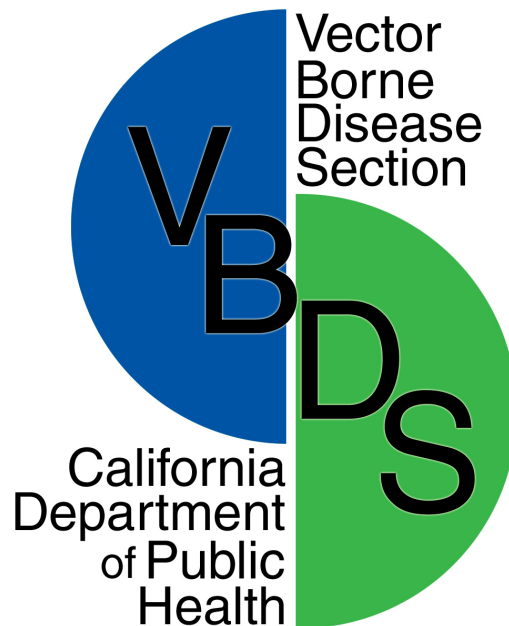


ROLES AND DUTIES OF THE TRAINING AND CERTIFICATION COMMITTEE



MVCAC

MOSQUITO AND VECTOR CONTROL
ASSOCIATION OF CALIFORNIA



October 28, 2005

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I. Introduction

This supplemental document to the California Department of Public Health Vector Control Technician Certification and Continuing Education Guide is specific to the Mosquito and Vector Control Association of California (MVCAC) Training and Certification Committee. More detailed information regarding the California Department of Public Health Training and Certification Program may be obtained in the California Department of Public Health Vector Control Technician Certification and Continuing Education Guide.

II. Composition and Responsibilities of the Continuing Education Committee

The President of the Mosquito and Vector Control Association of California (MVCAC) appoints a chairman to the Training & Certification Committee. Each region will appoint a Regional Training Coordinator who is also a member of the Continuing Education Committee. The committee should also be composed of consultant members representing the University of California and the Vector-Borne Disease Section of CDPH. The committee will coordinate continuing education programs for California Certified Vector Control Technicians. It will be the committee's responsibility to recommend approval of all MVCAC continuing education programs, document training, and forward records of finding to CDPH for final approval. Each Regional Training Coordinator will be responsible for planning and executing the training programs within his or her region. Regional committee members are expected to work closely with the management of all agencies within their region to assure convenient and timely training opportunities.

Agencies that do not belong to MVCAC will submit their continuing education programs to the CDPH Training and Certification Coordinator for review and approval. The MVCAC appointed chairman to the Training and Certification Committee will assign a program approval number that will also be valid for MVCAC agencies.

III. Policy and Procedure for Approval of Continuing Education Programs

The following are the criteria used to approve programs for continuing education:

1. Program content will be evaluated on the basis of, but not limited to:
 - a. Relevance to vector biology, ecology, disease, and integrated control;
 - b. Qualifications of instructors;
 - c. Expected level of instruction relative to educational level of the technicians.
2. All program requests must be submitted to the regional training coordinator at least 30 days prior to the date of the program.
3. All program requests must include a detailed agenda or program indicating
 - a. The subjects to be covered
 - b. A time schedule
 - c. Names and affiliations of person giving presentations. Persons giving instruction must have recognized expertise in those areas of instruction.
4. All program requests must be accompanied by a "Request for Program Approval" form (Appendix I), which is to be filled out by the person requesting course approval or the Regional Training Coordinator.
5. Videotapes or DVDs of CDPH and MVCAC pre-approved continuing education programs may be used as part of a continuing education program.

- a. A maximum 20 CEU credit via videotapes or DVDs will be developed for each category (5.0 A, 5.0 B, 5.0 C, and 5.0 D) during a CE cycle.
 - b. A maximum of 20 CEU can be earned through videotape viewing per cycle.
 - i. Programs that are videotaped regionally but that are not part of the pre-approved CDPH and MVCAC statewide video series can not be viewed for CEU unless there are extraordinary circumstances as determined by CDPH (see item 6).
 - c. Each recorded session will have a program approval number assigned to it that is different from the live program. Programs that are developed for statewide viewing should be of the highest quality possible. The agenda must indicate that the program will be recorded.
 - d. CE credits for a recorded session will be allowed only once during a continuing education cycle.
 - e. Recorded sessions are only valid for CEU in the CE Cycle in which the live program was filmed.
 - f. A short quiz will be included with each video or DVD sent out, and will be developed by the program organizer.
 - g. There is no charge for MVCAC members to view the videotapes or DVDs. A cost of \$50.00 per person will be assessed for all non MVCAC members. Checks can be made payable to “Munns Fund” and mailed to

CDPH, Vector-Borne Disease Section
Attn: Training and Certification Program
1616 Capitol Ave, MS 7307
PO Box 997413
Sacramento, CA. 95899-7413
 - h. All MVCAC agencies wishing to view an approved videotape or DVD must request the videotape or DVD through their regional representative.
 - i. All non-MVCAC agencies wishing to view an approved videotape or DVD must request the video or DVD through CDPH.
 - j. The Training and Certification Committee will be responsible for creating the Category A and B program agendas. CDPH will be responsible for developing Category C and D program agendas.
 - k. The Training and Certification Committee will be responsible for filming and producing the videotaped sessions.
6. MVCAC-sponsored regional programs which are filmed or videotaped for historical purposes may be used to obtain continuing education credit under special circumstances and are subject to the following guidelines:
- a. Films or videotapes of programs may only be used by certificate holders who were unable to attend such programs due to legitimate absence, including but not limited to: illness, catastrophic events that prevented travel to the program venue, or death in the certificate holder’s family. Under no circumstances shall credit be given for the viewing of a filmed or videotaped make-up program if it was reasonably possible to attend the original program.
 - b. Requests to present a filmed or videotaped make-up program shall be made to the Training and Certification Committee Chairman on a “Request for Program Approval” form by the Regional Training Coordinator. The request shall include the date, time, and location of the make-up program, and the name of the person who will be proctoring the make-up session. The proctor must have attended the original program and must be approved by the Training and Certification Committee Chairman. The requested make-up program will be given its own program number.
 - c. The Regional Training Coordinator must certify that the film or videotape is of sufficient quality to be used as a professional continuing education tool.

- d. A request to attend a filmed or videotaped make-up session must be made by a District manager in behalf of his or her employee to the Regional Training Coordinator. The request must include the name of the certificate holder and the reason for missing the regional program. Those requests will be forwarded to the CDPH representative overseeing the continuing education program for approval.
 - e. Certificate holders will be limited to one filmed or videotaped make-up program in each two-year continuing education cycle. Exceptions may be made in cases of extreme hardship. Requests shall be made in writing to the CDPH representative overseeing the continuing education program, who will consider the request.
7. All regional programs must be advertised and requests must include invitations to personnel of the agencies within the region to attend.
 8. Regularly scheduled professional conferences and meetings, such as the Society of Vector Ecology, the American Mosquito Control Association and MVCAC conference, may qualify for continuing education credit. Each day of multiple day conferences must be individually submitted for CE credit and must receive a unique program approval number from the CE Chair. It is the responsibility of the MVCAC Chairman of the Training and Certification Committee to submit these programs for CE units. The CDPH Training and Certification Coordinator will review and submit agendas for non-MVCAC sponsored conferences and meetings.
 - a. For conferences or meetings with concurrent sessions, CEU will be based upon averaged CEU for presentations given in that day.
 9. Entry-level correspondence courses and training designed to prepare Vector Control Technicians for initial certification are not deemed appropriate for continuing education credit;
 10. Lab training units will be accredited at the rate of 3 hours equals 1 CE units.

IV. Maintenance of Training Records

It is the responsibility of each individual agency to document the training units accrued by every Vector Control technician in their employ. An individual log is to be maintained for each Technician indicating: the name of Technician, the vector control agency employing the Technician, assigned certification number, categories the Technician is certified in, the date(s) of certification, the approved continuing education units accrued (listed by curriculum part, A, B, C, and D as appropriate), program number, and the date(s) of each training session. Attached to this guide is the CDPH approved "Continuing Education Training Log" form (Appendix II). Use of other computer-generated forms is acceptable, if the structure of the form contains the requested items of information, and if those items are on the form in a manner similar to CDPH' approved form. Verification of using a different form should be made through CDPH prior to use. Verification of training is by signature and date of signature of the vector control agency manager, who is responsible for the accuracy of the training log and the training received by the Technician. Copies of all recorded continuing education units must be available for inspection at any time and must be maintained at least through the subsequent training cycle. Continuing education training cycles end on June 30 of odd-numbered years. The Continuing Education Training Logs are due to CDPH (Vector-Borne Disease Section) on July 10 of those years.

1. MVCAC agencies must also submit all CE program sign-in sheets to MVCAC headquarters so that the Technician's attendance may be entered into the MVCAC

Intranets database (<http://mvcac.intranets.com/default.asp>).

- a. CE logs for each MVCAC agency will be printed 10 working days after the end of the CE cycle by CDPH from the MVCAC Intranets. CDPH will use these documents as the primary CE log when reviewing a Technician's certification status. It is the responsibility of the MVCAC agency Manager or CE Coordinator to review these posted CE logs periodically for accuracy. If there are any discrepancies they should immediately be brought to the attention of MVCAC headquarters.
- b. Verification of continuing education training is by signature and date of signature of the MVCAC agency manager, who is responsible for the accuracy of the training log and the training received by the Technician. A CE log Manager's Signature form (Appendix III) will be forward to all agencies towards the end of the CE Cycle to be signed and completed and sent back to CDPH. This form will replace the need for the manager to sign off on each Technician's CE log. Any Technicians whose name and certification number is not on this form will not have his/her CEU entered into the database.

V. **Additional Information**

The best sources for more detailed information on certification and continuing education are as follows:

1. Regional Training Coordinator (member of the MVCAC Continuing Education Committee)
2. The Certification and Training Coordinator, CDPH, Vector-Borne Disease Section, Sacramento Headquarters.
3. Chair of the Continuing Education Committee.

The names addresses and telephone numbers of these individuals are listed in the Yearbook of the Mosquito and Vector Control Association of California.

APPENDIX I

REQUEST FOR APPROVAL FORM

Place the cursor in the middle of the typing space that is located to the right of the title of the requested information. This will locate the margin where you start typing. Then start typing in the answers to the requested information.

RTC:		Region:		
Phone:		Email:		
Requester:		Agency:		
Phone:		Email:		
Program Sponsor:				
Program Title:				
Program Date:		Program Seating capacity:		
Program Location:				
<p>The <u>requester</u> is required to submit a program agenda with sufficient detail to properly evaluate the proposed training. Submitted materials should at the very minimum include the titled of each presentation, the starting and ending times of each presentation, the speaker's name, title, and affiliation.</p>				
Date	Minutes	Title of Presentation or Lecture	Part	CEUs
Notes:			Total Units:	
			A =	
			B =	
			C =	
			D =	
Grand Total of Units:				

APPENDIX II

California Department of Public Health CONTINUING EDUCATION TRAINING LOG

NAME: _____

AGENCY: _____

CERTIFICATE #: _____

Check Appropriate Box or Boxes:

Date of Certification:

Mosquito Control

Terrestrial Invertebrate Vector Control

Vertebrate Vector Control

Cycle Dates: _____ **Through** _____

Program Number	Training Date(s)	A	B	C	D
TOTAL:					
Unit Requirement:		12.0	8.0	8.0	8.0

I certify that the continuing education documented herein accurately reflects the training received by the above named employee. I further certify that at least 50% of the required units were obtained through training given by speakers from other than the employing agency, or through training programs sponsored by other than the employing agency.

Agency Manager

Date

APPENDIX III

Agency: _____

Employee name & Certificate Number: (Please use additional pages if you have more than 25 employees.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

I certify that I have reviewed Continuing Education Logs from the MVCAC Intranets for all certified employees at the agency denoted above, and that the continuing education documented herein accurately reflects the training received by the above named employee(s).

Agency Manager

Date